

State Workforce Planning Task Force
Meeting Minutes
December 16, 2009
10:00 AM-11:00 AM

Members Present: Janet Kelly, Department of Administration; Dick Clark, Department of Administration; Amy Sassano, Office of Budget and Program Planning; Mike Ferriter, Department of Corrections; Tom Livers, Department of Environmental Quality; Anna Whiting-Sorrell, Department of Public Health and Human Services; Darlene Staffeldt, Montana State Library; Tim Burton, Department of Justice; Jennifer Jensen, Department of Transportation; Dore Schwinden, Department of Labor and Industry; Christian Mackay, Department of Livestock; Galen Hollenbaugh, Secretary of State's Office; Alan Peura, Department of Revenue

Members Absent: Ann Bauchman, Department of Natural Resources and Conservation

Guests: Marty Roos, Dave Bohyer, Rachel Weiss, Libbi Lovshin, Kathy Bramer, Monica Abbott, Cindy Mitchell

Department of Administration Staff Present: Paula Stoll, Peggy Davis, and Bonnie Shoemaker

Facilitator: Chris Christensen

Minutes: Bonnie Shoemaker

Welcome: Janet Kelly called the meeting to order at 10:02 a.m., and welcomed members and guests. She reviewed statistics about state government employees. She outlined the governor's directive that state government workforce reflect the population of Montana. She provided an overview of current practices in recruitment, selection, training, and retention. She then outlined the goal of becoming an employer of choice.

Chris Christensen outlined the agenda. As moved by Mike Ferriter, seconded by Alan Peura, and unanimously agreed upon, the proposed ground rules for the meeting were set and will be included on future agendas.

- **Meeting Purpose:** Janet has three charges for the task force:
 - approve the framework for an executive branch workforce development initiative,
 - determine what if any efforts should be taken to address concerns of "internal pay equity" throughout Montana's executive branch, and
 - recommend economic bargaining goals for the 2013 biennium.
- **Introductions:** Task force members and guests were introduced.
- **Schedule:** The group unanimously agreed on a meeting schedule for one year. State Human Resources agreed to arrange for meeting rooms, send out meeting notices, and provide meeting information on a website.

- **Governance:**

- Voting - Janet Kelly proposed a consensus approach to decisions made by the task force, including voting. The group unanimously agreed to a consensus approach. Major decisions will require a motion, a second, and a formal vote. Minor decisions will only require agreement. The group also unanimously agreed there would be no proxy voting, and a quorum had to be present to hold a vote.
- Meeting minutes- draft minutes will be available to committee members before each meeting. Once approved, we will post meeting minutes on the website.
- Public comment – All comments by the public will be offered at a podium provided for guests.
- Subcommittees – Tom Livers proposed that subcommittees may be created as needed to research topics for the task force.

- **Task Force's Charge:** Janet Kelly and Paula Stoll

- Schedule for addressing charges - Paula Stoll suggested addressing the broadest charge (approving a framework for a strategic workforce development plan) first. The second charge arose from the previous task force on pay, and she proposed the task force define “internal pay equity,” and then identify concerns. Finally, she requested the task force make recommendations for biennial economic negotiations, probably by August or September.
- Paula suggested all aspects of human resources need reform if Montana state government was to become an employer of choice. She noted state government established most human resources practices and procedures in the 1970s and 1980s. She proposed informational presentations for the first two meetings of the task force. She also distributed copies of the book “The People Factor – Strengthening America by Investing in Public Service,” authored by Linda Bilmes and W. Scott Gould. She requested task force members come prepared to participate in the following two interactive presentations:
 - January 20 – Workforce Development
 - February 10 – Recruitment and Selection Myth-busters

- **Task Force Comments:**

- Anna Whiting Sorrell suggested the task force extend an invitation to Jennifer Perez-Cole to become a member. Janet Kelly agreed to discuss the invitation.
- Tom Livers questioned whether the task force should focus on a strategic plan, or whether the task force was considering temporal conditions. The group agreed to focus on strategic plans.
- Peggy Davis announced the employee profile will be available for the January meeting, and the statistics provided in the profile may assist the task force.

- **Public comments:** No public comments

- **Meeting Wrap-Up:** Chris Christensen summarized the results of the meeting.

- **Closing:** Janet Kelly closed by thanking everyone for attending. The meeting was adjourned.